

INSTRUCTIONS for
MDPH ANNUAL SUMMARY OF SHARPS INJURIES

This form shall be either typed or computer generated. This form shall cover sharps injuries occurring in the previous calendar year and shall be sent to MDPH-OHSP by February 1.

Provide the name and license number of the **hospital** facility.

Provide the calendar **year** of the data.

Provide a **contact name** and **phone number** for the person who is responsible for the data at the hospital.

A **unique exposure incident number** shall be assigned to each exposure event.

Indicate the usual **occupation** of the exposed health care worker. Use of the list of occupations provided on the attached list is encouraged.

Identify the **department or work area** where the incident occurred. Use of the list of departments provided on the attached list is encouraged.

Identify the **device or item** involved in the exposure incident. Use of the list of devices provided on the attached list is encouraged.

Indicate whether the device involved was a **safety device**.

Identify the **brand and model** of the device involved in the exposure incident.

Identify the **purpose or procedure for which the sharp was used or intended**, that is what the device was being utilized for at the time of the exposure incident. Use of the list of procedures provided on the attached list is encouraged.

Indicate **how** the exposure incident occurred. Use of the list of possible causes provided on the attached list is encouraged.

Insert **page numbers** and total number of pages.

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OCCUPATION				
Attendant / orderly	Dietician	Licensed Practical Nurse	Patient care technician	Respiratory Therapist / tech
Attending physician	EMT / paramedic	Maintenance	Pharmacist	Safety / security
Central supply	Fellow	Morgue technician	Phlebotomist	Transport / messenger
Clerical / administrative	Fireperson / First responder	Medical student	Physician assistant	Volunteer
Clinical lab technician	Food service	Nurse Anesthetist	Physical therapist	Other ancillary staff (specify)
Counselor / social worker	Hemodialysis technician	Nursing Assistant	Public health worker	Other dental worker (specify)
Dentist	Housekeeper	Nurse Midwife	Psychiatric technician	Other medical staff (specify)
Dental assistant / tech	Intern / resident	Nurse Practitioner	Radiologic technician	Other student (specify)
Dental hygienist	Laundry staff	Nursing student	Registered Nurse	Other (specify)
Dental student	Law enforcement officer	OR / surgical technician	Researcher	Other technician (specify)

DEPARTMENT OR WORK AREA WHERE EXPOSURE INCIDENT OCCURRED				
Ambulance	Emergency Department	Home health visit (home)	Medical / surgical ward	Pediatrics
Blood bank	Endoscopy / bronchoscopy	Hospital grounds	Microbiology	Procedure room
Central sterile supply	/cytology	Intensive care unit	Morgue / autopsy room	Psychiatry ward
Central trash area	Exam room	Jail unit	Nursery	Radiology department room
Clinical chemistry	Hematology	Labor and delivery	Obstetrics / gynecology ward	Other laboratory (specify)
Dialysis	Histology / pathology	Laundry room	Operating room	Other outpatient area (specify)
Dental Clinic				Other location (specify)

WHAT DEVICE OR ITEM WAS INVOLVED IN THE INJURY?				
Hollow bore needle	Winged steel needle attached to a vacuum tube collection holder	Bur	Tenaculum	Suture needle
Biopsy needle		Explorer	Trocar	Curved suture needle
IV stylet	Winged steel needle attached to IV tubing	Histology cutting blade	Wire	Straight suture needle
Hollow-bore needle, type unknown		Lancet	Other type of sharp object (specify)	
Huber needle	Vacuum tube collection holder / needle	Laser		Additional dental / surgical devices
Hypodermic needle attached to a disposable syringe	Other type of hollow bore needle (specify)	Pin	Glass	Hypodermic needle attached to non-disposable syringe
Hypodermic needle attached to IV tubing		Razor	Capillary tube	Elevator
Prefilled cartridge syringe	Other sharp object	Retractor	Medication ampule / vial / IV bottle	Extraction forceps
Spinal or epidural needle	Bone chip / chipped tooth	Scaler / curette	Pipette	Root canal file
Unattached Hypodermic needle	Bone cutter	Scalpel blade	Slide	Rod (orthopaedic)
Winged steel needle	Bovie electrocautery device	Scissors	Specimen / test / vacuum tube	Other device or item (specify)
		Sharp object, type unknown	Other glass item (specify)	

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PURPOSE OR PROCEDURE FOR WHICH SHARP WAS USED OR INTENDED:		
Line procedures: To insert a peripheral IV line or set up a heparin lock To insert a central IV line To insert and arterial line To connect IV line (intermittent IV / piggy back / IV infusion / other IV line connection) To flush heparin / saline Other injection into IV injection site or IV port (specify) Other line procedure (specify)	Other procedures: Cutting (e.g. surgery / autopsy) During deposal Epidural / spinal anesthesia Intramuscular (IM) injection Subcutaneous / intradermal injection / skin test placement Suturing Transferring blood / body fluid to another container To obtain a body fluid or tissue sample (CFS / amniotic / biopsy) To obtain laboratory specimens Other procedure (not a line or blood sampling procedure) (specify) Unknown	Dental procedure: During disposal Hygiene (prophy, root plane, curettage) Oral surgery Simple Extraction Surgical Extraction Fracture Reduction Other (specify) Unknown Periodontal surgery Restorative (amalgam, composite, crown) Root canal Other (specify) Unknown <i>Where did the injury occur?</i> Inside the patient's mouth Outside the patient's mouth Unknown
Blood procedures: Percutaneous venous puncture (e.g. phlebotomy) Percutaneous arterial puncture Central of peripheral IV line or port Arterial line Dialysis / AV fistula site Umbilical vessel Finger stick / heel stick Other blood sampling (specify)		
HOW DID THE INJURY OCCUR? Choose up to two.		
Before use of the item During use of the item Collided with co-worker or other person Collided with sharp Incising Manipulating suture needle in holder Palpating / Exploring Passing or receiving equipment Transferring equipment Patient moved and jarred device Sharp object dropped Suturing Tying sutures While inserting needle in line While inserting needle in patient While manipulating needle in line While manipulating needle in patient While withdrawing needle from line While withdrawing needle from patient Other (specify) Unknown	After use, before disposal Activating safety device Cap fell off after recapping Collided with co-worker or other person Collided with sharp after procedure Disassembling device or equipment Decontamination / processing of used equipment During clean-up Handling equipment on a tray or stand In transit to disposal Opening / breaking glass containers Processing specimens Passing or transferring equipment Recapping (missed or pierced cap) Sharp object dropped after procedure Struck by detached I.V. line needle Transferring blood / bodily fluids into specimen container Other (specify) Unknown	During or after disposal of item Collided with co-worker or other person Collided with sharp during / after disposal In trash In linen / laundry In pocket / clothing Left on table / tray Left in bed / mattress On floor Over-filled sharps container Punctured sharps container Protruding from opened container Sharp object dropped during / after disposal Struck by detached I.V. line needle during / after disposal While manipulating container While placing sharp in container, injured by sharp being disposed While placing sharp in container, injured by sharp already in container Other (specify) Unknown